

Position Code: 3050	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to read water meters. The class is responsible for following prescribed routes, reading water meters, inspecting meters and associated water system components, and completing usage and other reports. The class works according to set procedures under direct supervision.

TYPICAL TASKS

- Follows assigned routes to read and record water meter readings.
- Performs special meter readings as assigned.
- Inspects meters and associated components; reports discrepancies as required.
- Interacts with customers and public; delivers delinquency notices or other information as required.
- Operates vehicle to traverse assigned route; inspects vehicles and reports any malfunctions to supervisor.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Compares or inspects items against a standard.
Interpersonal/People Involvement	Follows instructions and orders of supervisor.
Reasoning Requirements	Performs semi-routine work solving occasional problems.
Mathematical Requirements	Performs basic addition and subtraction, such as counting or measuring.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Makes a few decisions, affecting only the individual.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in accounting or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one month of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification will be required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.